

# TECHNICAL REPRESENTATIVES

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## TECHNICAL EXHIBIT 1

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### TO BE ANNOUNCED UPON ISSUANCE OF AWARD

Resale Technical Manager  
Accounts Payable Research/Identification

Non-Resale Technical Manager  
Accounts Payable Research/Identification

Price Offer Review Technical Manager  
Price Offer Review, Research, Identification and Recovery Audit  
Services

Price Offer Review Coordinator

Resale Coordinator

Non-Resale Coordinator

DECA0-01-R-0014

5/11/01



# DEFINITIONS AND ACRONYMS

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## TECHNICAL EXHIBIT 2

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Definitions, acronyms and terms used throughout this contract are as follows:

ACCOUNTS CONTROL SECTION (ACS) - Provides technical accounting and supply support to DeCA commissaries within the region.

ADP-I - Those positions in which the incumbent is responsible for planning, direction, and implementation of a computer security program; major responsibility for the direction, planning and design of a computer system, including the hardware and software; or, can access a system during the operation or maintenance in such a way, and with a relatively high risk for causing grave damage, or realize a significant personal gain.

ADP-II - Those positions in which the incumbent is responsible for the direction, planning, design, operation or maintenance of a computer system and whose work is technically reviewed by a higher authority of the ADP-I category to insure the integrity of the system.

AUDIT YEAR - Federal government fiscal year that is being audited.

BLANKET PURCHASE AGREEMENT (BPA) - A contractual instrument used by the Marketing Business Unit and the Contract Management Business Unit to procure brand name and non-brand name requirements.

BRAND NAME RESALE ITEMS - Items procured by brand or trade name without reference to a specification. Brand name commercial items selected for resale shall be limited to those items that are regularly sold outside of commissary stores under the same brand name as the name by which the commercial items will be sold in, at, or by commissary stores.

CALCULATION ERRORS and MANUAL EXTENSIONS - Extension errors on the invoice which cause the summary total of the invoice to be overstated; or extension errors on the receipt which cause the receipt amount to be overstated.

DECA08-01-R-0014

CALL NUMBER - A four position alpha/numeric number assigned to a vendor for each order placed. A Frequent Delivery System/Direct Store Delivery call number remains valid during the billing period.

COLLECTIONS - Monies actually collected back into appropriations.

COMPUTERIZED ACCOUNTS PAYABLE SYSTEM (CAPS) - A micro-computer based program designed to automate the many processes associated with vendor payment operations. It calculates entitlements and assists commercial accounts/accounts payable offices in complying with the Prompt Payment Act to reduce interest paid, discounts lost, and personnel overtime costs. It operates on a Windows based personal computer.

CONTINENTAL UNITED STATES (CONUS) - As used in this contract, includes (48 contiguous states and Alaska and Hawaii) and orders placed through the Order Processing Points (OPP).

CONTRACT - This contract or any modification thereto.

CONTRACTING OFFICER - A person authorized in writing to execute and administer the contract on behalf of DeCA. The only person authorized to modify (change) or interpret a contract.

CONTRACTOR - The individual, partnership, corporation, or other entity which is a party to this contract and who is responsible for all actions, performance, and work thereunder, to include that of any subcontractor.

CONTRACTING OFFICER'S REPRESENTATIVE - COR

DAYS - Unless otherwise specified in this contract, days refers to calendar days.

DEFENSE COMMISSARY AGENCY - DeCA

DeCA DOCUMENT MANAGEMENT SYSTEM (DDMS) - Provides the commissaries with the means for fast and efficient access to delivery receipt information that is currently received and stored in hard copy format for 75 months.

Defense Commissary Agency Interactive Business System - DeCA - DIBS - The automated system in use at all DeCA commissaries to handle a variety of data processing requirements.

DeCA OVERSEAS ORDERING/RECEIVING SYSTEM (DOORS) - A sub-module of DIBS.

DEFENSE BUSINESS MANAGEMENT SYSTEM (DBMS) - The accounting system that DeCA uses to track CONUS accounting and cost transactions. The user telnets to the DFAS computer located at the Columbus Megacenters.

DEFENSE FINANCE AND ACCOUNTING SERVICE - COLUMBUS - DFAS-CO

DELIVERY TICKET INVOICE (DTI) - A method of billing for resale items received by DeCA in which payment is made based solely upon information shown on receipt documents, with no requirement for companies to invoice DeCA separately for payment; i.e., the delivery ticket serves as the invoice.

DEPARTMENT OF DEFENSE (DoD) - Executive Agency to which DeCA belongs.

DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DoDAAC) - A unique facility address that is used as a shipping and billing identifier.

DIRECT STORE DELIVERY (DSD) - The delivery of product by the supplier/vendor directly to the commissary shelf. Order quantities of product are usually determined at time of delivery, based on manual review of inventory. Under this method of delivery, two billing options are available (also referred to as rollup) - semimonthly or weekly rollups. A sub-module of DIBS.

DIRECT STORE DELIVERY - SINGLE ORDER (DSD-S)/CDC - The delivery of merchandise direct to the store/central distribution center (CDC), for which quantities are determined and orders placed several days prior to delivery. Billing for this method of delivery is on a per call and delivery basis.

DISCOUNTS OFFERED BUT NOT TAKEN -

ATTACHMENT 1 - STATEMENT OF WORK - ACCOUNTS PAYABLE  
RESEARCH, IDENTIFICATION, AND RECOVERY AUDIT SERVICES - Discounts that have been offered to DeCA, incorporated into the contract, earned by DeCA, but not reflected in the payment.

ATTACHMENT 2 - STATEMENT OF WORK - PRICE OFFER REVIEW  
RESEARCH, IDENTIFICATION, AND RECOVERY AUDIT SERVICES - Discounts offered to commercial retailers that were not offered to DeCA and not earned by DeCA.

DISCREPANCIES IN CASE PACK QUANTITY - Case pack quantities delivered that were smaller case packs than the case packs ordered. Payment is made based on the price quoted for the case packs ordered.

DECA08-01-R-0014

TE 2-3

5/11/01

DISTRIBUTOR - An official representative authorized by the manufacturer to deliver resale products covered under the manufacturer's contract to designated geographical areas and act on the manufacturer's behalf to fulfill contractual requirements.

DUPLICATE PAYMENTS - A duplicate payment is defined as two or more payments for the same delivery.

ELECTRONIC DOCUMENT ACCESS (EDA) - World Wide Web-based document repository system that supports information needs of DFAS and the CINCS/Services/Agencies (CSA) of the DoD. EDA is a reference archive that provides user read-only views of various documents such as contracts, modifications, vouchers, Government Bills of Lading, Materials Acceptance and Accounts Payable Reports, etc. The system provides users with an efficient method for storing, sharing and retrieving documents.

ELECTRONIC FUNDS TRANSFER (EFT) - The electronic exchange of payment and remittance information.

ELECTRONIC DATA INTERCHANGE - EDI - EDI provides an electronic exchange of business information between DeCA resale trading partners and automated interfaces to DIBS for the following transactions: price changes, grocery purchase orders, advance ship notice, debit/credit adjustment, application advice, product transfer and resale and functional acknowledgement. EDI also provides an automated interface to the DeCA home page for frequent delivery system order status.

ELECTRONIC DOCUMENT MANAGEMENT (EDM) - Provides users with on-line access to financial documents and information.

FIELD OPERATING ACTIVITY (FOA) - Cross-functional business units.

FISCAL YEAR (FY) - DeCA's FY is October 1 through September 30 of any given year.

FREQUENT DELIVERY SYSTEM (FDS) - A system under which merchandise is delivered to the commissary on a predetermined frequency. Merchandise is electronically ordered through the vendor's distributor(s). Under this method of delivery two billing options are available (also referred to as rollup) - semimonthly or weekly rollups. A sub-module of DIBS.

HEADQUARTERS (HQ) - DeCA, Fort Lee, VA.

IDENTICAL PRODUCT MIX - A group of items sold by DeCA. An example of a comparative analysis based on an identical product

DECA08-01-R-0014

mix is: When comparing all items on the ROA to the commercial market, the composition of the commercial mix of items must be identical to the DeCA mix of items. For instance, if the 40 oz Heinz ketchup is part of the DeCA product mix being compared, the 40 oz Heinz ketchup offered commercially must also be included. Only identical matches would be part of the comparison.

INPUT KEYING ERRORS - Input keying errors may occur as a result of keying errors at receipt entry into DIBS, invoice entry into SAVES, or the invoice total is not correct or does not match the line items of the merchandise delivered. This may be a vendor invoice amount error, data entry error, or receipt data entry error.

INTEREST - Additional payment to vendor at prescribed rate when payments are made after payment due date as prescribed in contract. The prescribed rate for the payment of interest shall be as specified by the U.S. Treasury Department for government obligations.

INVALID INVOICE TRACKING SYSTEM (IITS) - Invalid invoices are returned to the vendor through the use of IITS in Standard Automated Voucher Examination System (SAVES). Initially its own system; incorporated into SAVES.

MANUFACTURER/VENDOR - The firm/company to whom a ROA, BPA or contract is issued.

NATIONAL AGENCY CHECK WITH LAW AND CREDIT (NACLC) - Initial investigation that will be used for contractors at the Confidential, Secret, and L access levels (Atomic Energy Act). It will also be used as the reinvestigation product for both contractors and Federal employees at the same access levels.

NON-RESALE - Items (supplies or equipment) or services that are not identified as resale items.

OFFER - The terms and conditions (including cost price) at which an item is presented to a retailer for further sale to a consumer. Terms and conditions often state specific time periods for promotional pricing, any order quantity discounts involved, retailer performance required, and all other incentives provided the retailer by the manufacturer or broker.

ORDER PROCESSING POINT - A location within the United States to which an Overseas Ordering Point (OOP) transmits orders; at which orders received from an OOP are electronically processed and routed to distributor and manufacturer source load suppliers; and from which an OOP receives shipment status and price information.

DECA08-01-R-0014

POTENTIAL OVERPAYMENT - A payment to a manufacturer or vendor in excess of the amount that should have actually been paid.

PRICING ERRORS - The price per unit paid for the merchandise does not match the quoted price from the vendor.

PROCUREMENT DESKTOP - DEFENSE (PD2) - Contract writing system for DeCA non-resale and DeCA non-brand resale.

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN) - The last seven positions of the DeCA contract number which is labeled as the PIIN in SAVES.

PROMOTIONAL/MARKETING AGREEMENTS - A promotional or marketing agreement is a special business-building arrangement between DeCA and a business partner which specifies certain performance requirements placed on both parties for a stated period of time. DeCA and the contractor may enter into promotional/marketing agreements during the effective period of the Resale Ordering Agreement.

RESALE - Those items purchased for resale through the commissaries. Resale items include subsistence (edible food and food products) as well as other non-subsistence items (e.g., household products) authorized for resale in the commissaries.

RESALE ORDERING AGREEMENT (ROA) - The ROA is a contractual instrument classified as a basic ordering agreement, established with manufacturers/suppliers of brand name resale items.

STANDARD AUTOMATED VOUCHER EXAMINATION SYSTEM (SAVES) - Provides automated resale support for the contracting and vendor payment functions for DeCA's commissaries. Its five major functional processes are receipt entry, invoice entry, contract establishment and modification, overpayment collection, and credit processing. The system performs interactive and batch processes.

STANDARD FINANCIAL SYSTEM (STANFINS) - DFAS system used for DeCA's financial inventory accounting.

STANDARD FINANCIAL SYSTEM REDESIGN-1 (SRD-1) - CAPS and SAVES interface with SRD-1 for disbursing at DFAS-CO.

STANDARD SYSTEM OUTPUT - Data obtained from regularly scheduled cycles (run daily, weekly, monthly, etc.) or through an existing ad hoc report designed to run against a particular system.

TECHNICAL EXHIBIT (TE)

VENDOR CREDIT MEMORANDUM (VCM) - A document used by a DeCA business partner as a written promise to credit DeCA accounts or pay for distressed and/or damaged merchandise, guaranteed sale items, voluntary price reductions, etc. The contractor is expected to offer the best price up front prior to orders being placed, to assist in minimizing the number of VCMs and reducing, for both parties, the significant administrative costs associated with processing VCMs.



# REGULATIONS AND DIRECTIVES

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## TECHNICAL EXHIBIT 3

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GENERAL. Upon the Contractor's request, regulations and directives identified below will be made available and/or Internet sites provided where the specified material may be located. The publications have been coded as mandatory (M) or advisory (A). Supplements or amendments to listed publications from any organizational level may be issued during the life of the contract.

PUBLICATIONS CODE:

BP	Bill Paying
CFR	Code of Federal Regulations
DeCADs	Defense Commissary Agency Directives
DeCAARS	Defense Commissary Agency Acquisition Regulation Supplement
DFAR	Defense Federal Acquisition Regulation Supplement
DeCAARS	Defense Commissary Agency Acquisition Regulation Supplement
FAR	Federal Acquisitions Regulation
FCCS	Federal Claims Collection Standards
FMR	Financial Management Regulation
GAO	Government Accounting Office
OMB	Office of Management & Budget

REGULATIONS/DIRECTIVES.

<u>NUMBER</u>	<u>TITLE</u>	(M) or (A)
CFR 4 (FCSS/Chap II)	Code of Federal Regulations (Federal Claims Collection Standards)	M
DeCAD 35-12	Network Security and Firewall Policy	M
DeCAD 40-9	Frequent Delivery Service/ Direct Store Delivery	A
DeCAD 70-5	Manpower, Mission, Organization and Functions Directive (draft)	A
DeCAD 70-6	Financial Procedures for Commissary Management Support Center	A
DeCAD 70-10	Procedures for Processing and Paying Commercial Accounts Using SAVES	M
BP 101	Industry's Guide to DeCA's Bill Paying Process (Draft)	A
DeCAD 70-16	Financial Management for Service Centers	A
FMR7000.14R Vol 5 & Vol 10	Disbursing Policy and Procedures (Vol 5) Contract Payment Policy and Procedures (Vol 10)	M
FAR	Federal Acquisition Regulation	M
DFAR	Defense Federal Acquisition Regulation Supplement	M
DeCAARS	Defense Commissary Agency Acquisition Regulation Supplement	M
GAO	Policy and Procedures Manual for Guidance of Federal Agencies Title 4 Claims	M
OMB Circular A-125	Prompt Pay	M

APPROXIMATE DISBURSEMENTS IN FY00

<b>TECHNICAL EXHIBIT 4</b>
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RESALE

Dollars Paid Out	\$4,821,064,765.55
Number of Transactions	2,105,323

NON RESALE

Services	\$72,61,700.00
Supplies	\$82,352.00

